

Ways of Working

Whilst undertaking any involvement or engagement activity with the UCLH Cancer Collaborative, we expect every member of our network of people affected by cancer to abide by the following framework outlining our Ways of Working and by the [UCLH values](#). This will help ensure that everyone has a positive and rewarding experience.

Those involved will adhere to the following “Ways of Working”:

- There will be respect for everyone’s opinion and point of view.
- During discussions (e.g. in meetings, focus groups or workshops), each person will have an opportunity to participate fully and will be listened to. No one person will dominate the discussions.
- On occasion members may have different points of view and may disagree. It is expected that communication of difference of opinion is respectful and constructive.
- Members will maintain a collaborative and constructive approach in undertaking involvement and engagement activities and show respect to everyone they come into contact with. Any behaviour or style of communication which is deemed discriminatory, unfair or disrespectful will not be tolerated and those involved may be asked to step down by our team.
- If something is unclear about the role or a piece of work, members will ask for clarification and our team will provide this.
- Any concerns should be discussed with a member of our team at the earliest opportunity, so that we can find a solution together.
- Any changes in personal circumstances which might affect members should be discussed with our team, so that we can make any adjustments and provide individualised support as required.
- Confidentiality must be respected, as outlined in our confidentiality agreement.
- Members will support and act in accordance with our organisational policies, guidelines, and procedures - including all aspects of equal opportunities, health and safety, data protection, safeguarding and use of our brand. Members will ask for clarification if any part of this is unclear, and our team will explain.
- Members will adhere to our aims and values, follow the Nolan principles of public life (see next page) and be a positive advocate for the UCLH Cancer Collaborative.

I agree to abide by the UCLH Cancer Collaborative “Ways of Working”.

Signature and date.....

Please print your full name:

Nolan principles of public life

Members are expected to abide by the Nolan principles of public life, which set the standards of behaviour and culture for those in public office.

1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Confidentiality Agreement

During your involvement with the UCLH Cancer Collaborative you may have access to confidential information in order to carry out your role effectively. We have a responsibility to ensure that individuals and partner organisations can trust us, and so we ask all members to respect confidentiality. Confidential information may be written, spoken or electronic.

During your induction and in subsequent meetings we will make clear which aspects of the discussion are confidential and which aspects can be discussed with community groups and other networks. If you are unsure at any point, please ask a member of our team for guidance at the earliest opportunity.

In addition, you may hear other members of the network share personal experiences of cancer and health services and we ask that you always treat this as confidential.

Personal Declaration

I have read and agree with the above statement about confidentiality.

I undertake not to divulge any confidential information to any unauthorised person at any time now and in the future.

I understand that I can speak to my contact in the UCLH Cancer Collaborative Patient Experience & Team about anything I am not comfortable with.

I understand that I could be asked to step down from my role if I break the terms of this agreement.

Signature and date:

Please print your full name:

Conflicts of interest

It's important that we manage potential conflicts of interest effectively so that the UCLH Cancer Collaborative inspires confidence and trust amongst people affected by cancer, NHS staff, partner organisations, and the wider public.

Managing conflicts of interest effectively demonstrates integrity and avoids any potential or real situations of undue bias or influence in our decision-making. We recognise that perceptions of wrongdoing or impaired judgement can be just as detrimental as actual wrongdoing.

A conflict of interest is defined as:

'a set of circumstances by which a reasonable person would consider that an individual's ability to apply judgement or act, in the context of delivering, commissioning, or assuring taxpayer funded health and care services is, or could be, impaired or influenced by another interest they hold'

It is your responsibility to notify us as soon as possible and within 1 calendar month if your circumstances change and a new potential conflict of interest arises.

Please see the UCLH policy on conflicts of interest for full details on what constitutes a conflict of interest.

Please select one of the following options:

- I have no conflicts of interest to declare
- I declare a conflict of interest and the details are given in the table below

Directorships (including non-executive directorships) held in private companies, PLC, or LLPs.	
Ownership or part-ownership of private companies, businesses, or consultancies doing business or likely or possibly seeking to do business with the NHS	
Majority or controlling shareholdings in organisations doing business or likely or possibly seeking to do business with the NHS	
Position of authority in a charity or voluntary body in the field of health or social care	
Any relevant and material connection with a voluntary or other body contracting or commissioning for services with the NHS	
Any connections with an organisation or company entering into, or having entered into, a financial arrangement with the Trust	
Any associated interests listed in section 1- in Appendix A, held by a partner, close relative, other close associates or personal friends	
Any other relevant interests	

